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SUBJ: Advances to Escort Officer  
8 May 1961

- 2) Certification for Payment, and
- 3) Use of Finance Division

The District Field Office will obtain the pertinent travel order number from the DPD office and insert this number on the related Request for Advance. The original (and copies as required for DPD use) will be forwarded to DPD for certification; a copy of each Request for Advance will be forwarded to Finance Division as support for the District Field Office's accounting.

(c) The Request for Advance will be forwarded to the Finance Division for recording as a charge to the traveler's advance account and a credit to the "revolving fund" account of the District Field Office.

4. The Finance Division will advise the District Field Office of each advance recorded as a credit to the revolving fund of that office.

5. If the procedure above is acceptable, please so indicate in the space provided and return a signed copy of this memorandum to this office.

25X1A



Chief, Operations and Liaison Branch

O/Security

Date

DPD, Comptroller

Date